

TO: FBLA Perspective Officer Applicants

FROM: Mrs. Birdwell, Adviser

DATE: March 21, 2006

SUBJECT: Application Packet

Congratulations! You have taken the first step toward a wonderful leadership opportunity by applying for an officer position. You will need the following items to complete the application packet:

1. Resume (3 copies)
2. Application Form (3 copies)
3. Letter of Recommendation from one of your teachers (3 copies)
  - a. academic control
  - b. time management
  - c. personality
  - d. ability to work with others within the classroom

Turn all of the required paper work in to Mrs. Birdwell by Friday, April 12 at 3 p.m. You will need to be prepared to stay after school on Tuesday, April 18 to interview. All applicants applying will have to interview. There is a leadership conference in late July early August. You will need to be prepared to attend. All officer applicants need to have read the bylaws of the organization and adhere to the officer requirements.

Enclosure

Officer Application Form  
Officer Job Description Sheet